

TOWN OF EMMITSBURG

300A South Seton Avenue
Emmitsburg, Maryland 21727
301-600-6300 fax 301-600-6313

Mayor
Donald N. Briggs
Town Manager
David Haller
Town Clerk
Cathy Willets

Board of Commissioners
Timothy O'Donnell, President
Clifford L. Sweeney
Glenn Blanchard
Jennifer Mellor
Joseph Ritz III

TOWN MEETING AGENDA MAY 18, 2015

I. CALL MEETING TO ORDER (7:30PM)

A. PLEDGE OF ALLEGIANCE TO THE FLAG

B. NEXT MEETINGS:

*Town Meeting, **June 1** @ 7:30 pm*

*Parks Committee, **May 19** @ 7:30pm*

*Planning Commission, **May 26** @ 7:30pm*

C. APPROVE MINUTES FROM MAY 4, 2015

D. POLICE REPORT

E. TOWN MANAGER'S REPORT

F. TOWN PLANNER'S REPORT

G. COMMISSIONER COMMENTS

H. MAYOR'S COMMENTS

I. PUBLIC COMMENTS

J. ADMINISTRATIVE BUSINESS

K. CONSENT AGENDA

II. AGENDA ITEMS:

1. Recommendation on bids for the purchase of a new pick-up truck
2. Budget review and discussion

III. SET AGENDA ITEMS FOR JUNE 1, 2015 TOWN MEETING

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

ITEM C

APPROVE MINUTES FROM May 4, 2015 TOWN MEETING

**MINUTES
TOWN MEETING
May 4, 2015
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners Clifford Sweeney, Jennifer Mellor, Glenn Blanchard and Tim O'Donnell, President.

Staff present were Sue Cipperly, Town Planner; Cathy Willets, Town Clerk and Dave Haller, Town Manager.

Tardy: Joseph Ritz III with prior notice; arrived 7:45 p.m.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the May 4, 2015 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited.

Approval of Minutes

The Minutes of the April 20, 2015 Town Meeting were approved as amended.

Commissioner Comments

Commissioner(s) cited recognitions and announcements to include thanks to County Commissioners for passing County Executive Gardner's budget and to town staff for replacing lights in some alleys. There will be an upcoming meeting through the county on heroin and the Town of Emmitsburg was referred to as on the cutting edge in a recent article. Commissioner Ritz will not be able to attend the town meeting on May 18, 2015 due to work.

Mayor's Comments

Mayor Briggs cited recognitions and announcements to include that he traveled to Denver and saw Mt. Saint Mary's rugby team play in the national championship. They are ranked second in the country; congratulations to the coaches, team members and university. He spoke on Power Star and stated Emmitsburg is the first municipality to take this up. It is a \$17,000 investment with an 18% return on money. The Town also has met all the requirements to receive the Banner City Award this year which will be picked up at the MML conference.

Pursuant to the town code the Mayor at this time presented the Board with a draft copy of the FY 2016 budget for their review which will come back at next town meeting.

Administrative Business

- Trail work construction – flagging not in place yet. Commissioner O'Donnell will bring back to Board once completed.
- Free pool access on Community Heritage Day. Unanimous consent.
- Unanimous consent from Board for a free one-day pool pass for students at Emmitsburg Elementary and Mother Seton School who sign a pledge to wear a helmet while riding a scooter, bicycle, skateboard, etc. Board will draft form and contact school.
- Town Planner, Sue Cipperly presented the Board with the annual Planning Commission report as required. This report goes to the State Department of Planning. No action needed by Board.
- Mayor Briggs requested that June be designated Community Heritage month. Board approved unanimously to move forward.

- Barber Shop water bill inquiries – Mr. Haller suggested customers call town office and ask for water department.
- Grants related to renovations on Main Street – residents still can get applications; need to submit two bids.
- Survey that went out with water bill – input came from Dr. Simon.
- Persons interested in joining Green Team – contact Jerry Muir.

Consent Agenda - none

Reports:

Treasurer's Report – Commissioner Blanchard reported on April 2015 cash activity. See detailed report at Exhibit A.

Planning Commission Report - Commissioner Sweeney reported that the planning commission met on April 27, 2015. Meeting items included reorganization of the Board and a motion was made to update the comp plan and send to the Board.

II. Agenda Items

Resolution Directing Planning Commission on Comp Plan Update

Ms. Cipperly stated that on April 27, 2015 at the Planning Commission Meeting she gave the kick off presentation for updating the comp plan. She cited that there is not a magnitude of changes only a little population increase; new waste water treatment plant and new water capacity management plan. The state changed some criteria. The Planning Commission made a motion at their meeting to update the comp plan. There was some discussion about the Board receiving a summary of changes report.

Motion: To direct Planning Commission to move forward with the Comp Plan 2015 Update. Motion made by Commissioner Sweeney second by Commissioner Mellor.

Vote: 5-0 in favor

Trash Collection Bids

Mr. Haller presented the Board with two trash collection bids. Staff recommends going with Republic Services, they are also our current provider. Mr. Timothy Brownell who is a representative of Republic Services and Lori Barker, Ops. Supervisor addressed the Board.

Motion: - To accept bid for Republic Services to continue as trash provider for the town. Motion made by Commissioner Blanchard and second by Commissioner Mellor.

Vote: 5-0 in favor

Modification to the B-1 Neighborhood Business District – Presentation by Planning Department

Ms. Cipperly presented that this is a change to the zoning. The B-1 zoning at the present time only applies to the Vet Hospital and the property to the East which used to be a Bed and Breakfast. In the future, it may be needed in other parts of the town. One thing that was not addressed last time this was worked on is that B-1 should allow for residential use. She referred Board to paragraph D and stated she added the language *Consultant and the like*. She also discussed signage and explained monument signs which can also be called free standing signs and referred to paragraph G.

Motion: - To direct staff to take Ordinance 15-01 entitled Zoning, Uses permitted in the B-1 Neighborhood business district to the Planning Commission for review and comments. Motion made by Commissioner Sweeney and second by Commissioner Blanchard.

Vote: 5-0 in favor

Ordinance 15-02 (commercial district) to amend Title 17 of the Code of Emmitsburg Entitled Zoning

Ms. Cipperly stated this is a buffer provision for where any commercial district is adjacent to a residential zoning district. A buffer zone will be provided. A 6ft tall solid fence will be installed and maintained along the property boundary abutting the residential zoning district. Landscaping will be installed and maintained to screen parking areas so as not to

be visible from roads in the residential zoning district; commercial property is responsible for fence.

Motion: - To direct staff to take Ordinance 15-02 entitle Zoning, Commercial Districts to the Planning Commission for review and comment Motion made by Commissioner Sweeney and second by Commissioner Blanchard.

Vote: 5-0 in favor

Set Agenda Items for May 18, 2015 Town Meeting

1. Recommendation on bids for the purchase of a new pick-up truck
2. Budget review and discussion

Ms. Cipperly commented at this time that the Planning Commission will schedule special meetings on May 12th, May 26th and June 8, 2015 for public to comment on comp plan.

III. Public Comments – Vernon French, 104 East Main St. – addressed Board in regards to a variance for a shed on his property. Commissioner O'Donnell suggest Mr. French contact town manger on this matter. Mr. Haller did relay to the Board that he had a meeting setup with Mr. French but he did not show, but he will be happy to meet with him.

IV. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

V. Adjournment

With no further business, the May 4, 2015 Town Meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Vickie L. Felix
Recording Secretary

Date Approved:

ITEM D

POLICE REPORT – to be presented at meeting

ITEM E

TOWN MANAGER REPORT

**Town Manager's Report
APRIL, 2015**

Prepared by David Haller

Streets:

- Staff repaired a number of street lights.
- We had RFP Paving repair 3 storm drain inlets on Irishtown Rd.
- We had Frederick County Paving mill and pave several streets in town.
- Staff repaired one of our historic Emmitsburg signs that was hit by a car.

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are down an average of 3.25 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 319,856 GPD. We consumed an average of 311,096 GPD.

The difference is "Backwash Water" ... (2.7%). We purchased 310,100 gallons of water from MSM this month.

- 43.1% of this water came from wells.
- 3.2% of this water came from Mt. St. Mary's.
- 53.7% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is up and running for the season.
- We received about 3.8" of precipitation this month (the average is 3.8").
 - We have a precipitation **SURPLUS** of 5.6" over the last six months. The average precipitation for the period from November 1 thru April 30 is 21.5". We have received 27.1" for that period.
- Wastewater Treatment:
 - We treated an average of 488,000 GPD (consumed 311,096 GPD) which means that 36.3% of the wastewater treated this month was "wild water".
 - We had one small spill of untreated sewerage in the month of April (On April 20th at MH#98).
 - We exceeded the plant's design capacity on 3 days in the month of April.

04/19 1,309,000 GPD 04/20 2,222,000 GPD 04/21 958,000 GPD

Trash: Trash pickup will remain Mondays for the remainder of the month of May except for Memorial Day when trash will be picked-up on Tuesday, May 26th.

Parks:

- Staff turned the water on and opened the restrooms in the parks.
- Staff repaired some water leaks in the little league concession stand.
- We had a contractor rebuild the steps and railings at the concession stand.
- We had the ballfields fertilized in the parks.
- We applied 'ballfield mix' to fields #1 & #6.

I Recently Attended the Following Meetings:

- 04/06 Met with SHA to review Town square design.
- 04/07 Attended staff meeting to review Comp Plan Update
- 04/13 Met with the Mayor to review an employee matter
- 04/14 Attended staff meeting to review Comp Plan Update
- 04/17 Met with a property owner to review zoning and development issues
- 04/17 Met with staff, engineers, and two property owners related to the position of boundary lines
- 04/20 Met with the Mayor to review the meeting agenda
- 04/23 Attended Frederick Co. Chapter Meeting of the MML
- 04/27 Met with staff related to FY-16 budget
- 04/29 Attended meeting related to the possible purchase of a 'GIS' system

PARKING ENFORCEMENT REPORT

Date: April 2015

Overtime Parking: 75

Restricted Parking Zone: 1

Parked in Crosswalk:

Parked on Sidewalk:

Parked Blocking Road:

Parked by Fire Hydrant:

Parked on Highway:

Failure to Park between Lines:

Other Violation:

Left Side Parking:

Meter Money: \$1315.42

Parking Permits: \$230.00

Meter Bag Rental:

Parking Ticket Money: \$270.00

Funerals: 1

Total: \$ 1,815.42

Zoning/Code Enforcement Report

April 2015

1. Write up sole source background for Power Star. Coordinate attendance at Town meeting.
2. Continue to coordinate with Standard Solar regarding Phase II permitting and schedule.
3. Arranged a date and coordinated meeting notices and attendance for the additional TAC signage follow up meeting held at the Town offices.
4. Pulled plans for Emmitt Gardens and wrote an RFP for Fox regarding survey work. Attended a meeting with the Town Manager, residents and surveyors. Coordinated proposal and signature.
5. Attended weekly comp plan meetings. Reviewed sections.
6. Collected Green Team community survey forms. Forwarded them to Mount Saint Mary's for tabulating.
7. Met with Dan Fissel and completed the Water Usage report for MDE.
8. Register and attend the emergency Management Seminar at FCC.
9. Reviewed new FEMA plans.
10. Provide permit support for the MDE permits for the WWTP plans.
11. Provide research and support for the Comprehensive Plan update.
12. Updated electrical usage charts. Attended Town meeting to discuss LED davings.
13. Became involved in the Legacy Grant program and the MD Heritage Grant reporting process.
14. Filed a Program Open Space Grant with the Town Clerk for a dog park.
15. Attend a Sustainable Planning exchange at the City of Frederick.
16. Coordinated a meeting to discuss demolition of the Burhan house on Waynesboro Pike.
17. Continue to inquire about the SHA Safe Routes to School grant program to support the East Lincoln sidewalk project.
18. Continued to coordinate with SHA regarding the Town projects.
19. Continue to coordinate with State Highway on sidewalk and Town Square projects.
20. Held discussions regarding funding the Old Emmitsburg Road Trail project with the County and contract engineer, Wilson T Ballard.
21. Meet with Middletown government to discuss GIS systems.
22. Request price for summer mowing of Town lots.
23. Meet with Trinity Methodist Church regarding an addition.
24. Tour town for Code Enforcement.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
03-02-15	402 W Main St	U&O; sign	\$35
04-02-15	100 Creamery Rd	HVAC	\$35
04-04-15	various	Temp sign	NC
04-08-15	19 Heritage Lane	DW apron	\$35
04-20-15	429 E Lincoln	Ext. Reno	\$35
04-21-15	505 E Main	Ext. Reno	\$35
04-24-15	1315 Huntley Circle	Fence	\$35

ITEM F

Planner's Report

April 2015

Susan H. Cipperly, Town Planner

1. 2015 Comprehensive Plan was the primary activity. Analyzed necessary factual/data updates and continued to do research, calculations, re-writes of affected sections. Met with Planning Commission on April 27 for initial presentation and discussion of the update. PC passed motion to recommend undertaking an update at this time, which will be considered at the May 4, 2015 Town Meeting. PC will hold a special meeting on May 12 and June 8, in addition to May 26 regular meeting.
2. Community Legacy projects.
 - FY2015 CL grant applications were revised and are now available at town office. Several have been distributed.
 - Two applications were received for March 31, 2015 round. CL Work Group met on April 30, 2015 to discuss these. Both recommended for approval and send to MHT review. One is getting additional bid information.
 - Assisted potential applicants via describing the program and the information required.
 - Extended expected completion date for 122 E. Main to complete 2nd coat of paint on front of building.
 - Processed reimbursement check for 1-3 E. Main.
3. Filed CL FY2014 quarterly report with DHCD.
4. Reviewed FY2015 Community Legacy contract and filed after signed by Mayor.
5. Prepared materials for Planning Commission meeting 4/27/15, including Annual Report to MDP, Agenda, powerpoint for Comp. Plan update presentation. Prepared minutes from 4/27/15 PC meeting, based on notes from S. Starliper and S. Cipperly, due to J. Howard absence.
6. Provided water and sewer info to Frederick County for their County Water & Sewer report.
7. Provided Seton Center correspondence to D. Haller. Conferred with FredCo zoning/permits re this project.
8. Prepared B-1 Neighborhood Commercial ordinance revision, commercial buffer section.
9. Provided info to News Journal reporter re comp plan update.
10. Spoke with owner of property re potential land use/zoning change during comp plan process.
11. Traveled to Middletown with D. Haller and J. Muir, to see their in-house Geographic Information System.
12. Supervised Zoning and Code Enforcement.

ITEM J

ADMINISTRATIVE BUSINESS

No items.

ITEM K

CONSENT AGENDA

No items

AGENDA ITEMS

ITEM 1

Recommendation on bids for the purchase of a new pick-up truck – presentation at meeting.

AGENDA ITEMS

ITEM 2

Budget review and discussion

IV) SET AGENDA ITEMS FOR JUNE 1, 2015 TOWN MEETING

1.

2.

3.

4.

**V) SIGN APPROVED TEXT AMENDMENTS AND/OR
RESOLUTIONS**